

## Equitable Recruitment & Selection - EE Facilitator Checklist

### Preparation for the Search Process

- Consulted with the Chair/Hiring Manager to consider Workforce Gaps at the start of the search/selection process.
- The Search/Selection Committee had the suggested level of representation from members of equity seeking groups i.e. *at least 30% of the membership represented by women and at least one, and preferably two, members who represent indigenous and/or racialized communities*
- Committee members received [Equitable Recruitment & Search/Selection Committee Training](#)
- Committee established Evaluation Criteria and developed an Assessment Rubric prior to finalizing the job placement

### Assessment of Applicants

- Evaluation Criteria/Assessment Rubric was applied at the Initial Resume Screening stage
- An EDI Assessment/Gap Analysis was considered at the Viable Applicant Stage
- If applicable, candidates were brought forward for a "second look" at the Viable Applicant stage
- An EDI Assessment/Gap Analysis was considered at the Long List stage
- If applicable, candidates were brought forward for a "second look" at the Long List stage
- An EDI Assessment/Gap Analysis was considered at the Short List stage
- If applicable, candidates were brought forward for a "second look" at the Short List stage

### Interviews & Associated Activities

- Requests for accommodation, if any, were reviewed
- Equitable Recruitment & Selection Best practices were applied at the Interview stage (*e.g. large print copies of the interview questions were provided to candidates etc.*)
- Evaluation Criteria/Assessment Rubric was consistently applied for all candidates at the interview and any additional assessment stage, if applicable.

### Selection

- Applicant Self-ID data was taken into consideration at the final selection stage (*not applicable if there was only **one** Candidate in the Zone of Excellence*)

### Committee Membership

- Committee members followed the [Search Committee Guiding Intentions](#) throughout the Search process

### **Accountability (Faculty Hires Only)**

- The Search Committee Chair has completed the [Search Summary Form](#)
- The Search Summary Form has been reviewed and endorsed by the Dean<sup>1</sup>
- A copy of the Search Summary Form has been included in the Recommendation package
- The Search Summary Form has also been submitted in Mosaic (See [Instructional Guide](#))

### **EEF Program Evaluation**

- The Employment Equity Facilitator has completed the [Equitable Recruitment & Search/Selection Feedback Survey](#)
- The Search Committee Chair has completed the [Equitable Recruitment & Search/Selection Feedback Survey](#)

### **For more information, please review available resources below:**

- [Best Practices for Inclusive Excellence in Hiring](#)
- [Hiring and Recruitment Resources](#)
- [SPS-A1 Resources](#)

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<sup>1</sup> or Designated Leader in Faculty of Health Sciences only